



RESERVE AFFAIRS

ASSISTANT SECRETARY OF DEFENSE
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110 JUL 1999

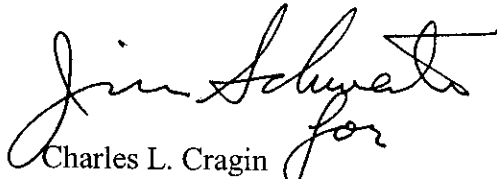
MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (MANPOWER &
RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE NAVY (MANPOWER &
RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE AIR FORCE
(MANPOWER, RESERVE AFFAIRS, INSTALLATIONS &
ENVIRONMENT)

SUBJECT: Policy Memorandum for Department of Defense (DoD) Innovative Readiness Training (DoDD 1100.20, "Support and Services for Eligible Organizations Outside the Department of Defense.")

This policy memorandum supplements the August 21, 1998, policy memorandum (same subject) and specifically outlines several Department procedural guidelines for the Innovative Readiness Training (IRT) program (attached). Please ensure that this memorandum has the broadest possible dissemination prior to this year's August 31 deadline for the submission of project proposals for fiscal year 2000.

In addition, I would like to recognize the efforts of the Air Force team for the timely publication of AF Instruction 36-2250 (Civil-Military Innovative Readiness Training, March 1, 1999) – a job well done! DoDD 1100.20 (January 10, 1997) requires the military departments to promulgate guidance consistent with this directive.

As you are aware, the Innovative Readiness Training program provides valuable training for your commands, and your support of the program ensures continued success. If you have any questions, please contact my program manager, Col Diana Fleek at (703) 693-8618 (DSN 223), Fax (703) 697-6072, or email: dfleek@osd.pentagon.mil.


Charles L. Cragin
Acting

Attachment:
As stated

cc:
Mr. Smyser, DoD General Counsel



DEPARTMENT OF DEFENSE INNOVATIVE READINESS TRAINING (IRT) POLICY MEMORANDUM

Eligible Entities (10 U.S.C. 2012(e)(3))

- Before ASD/RA designates any organization eligible to receive support and services, a service or component must submit a complete IRT package and OSD General Counsel must find the proposal without legal objection.

- Packages must include the organization's bylaws and evidence of the organization's non-profit tax status. Tax documents that are more than 10 years old must have a re-certification letter.

- ASD/RA designation letters will specify the fiscal year for which the project is approved and project name(s).

- ASD/RA may request that the Inspector General designate the IRT program as "high risk", vulnerable to fraud, waste and abuse. Such a request may result in an investigation or audit of the program.

IRT Operations & Maintenance (O&M) Funding Expenditures

- IRT O&M funds are authorized for expendable readiness training items only. They may include, but are not limited to: fuel; equipment lease; travel; training supplies; and incidental costs to support the training not normally provided for a deployment.

- IRT O&M funds are not authorized for the payment of civilian manpower contracts (i.e., contracting a civilian labor force to perform duties related to readiness training activities).

IRT O&M Funded Equipment and Related Item Accountability

- IRT project managers are solely responsible for establishing life-cycle equipment management, maintaining property books, and making the final disposition of all equipment and related items after completion of the project.

- Project managers should establish procedures that allow surplus items to be recycled through other IRT program offices for continued use within the IRT program.

- Project managers will submit equipment listings to OASD/RA upon request.

Submission of Packages Requesting IRT Funding

- IRT program managers shall submit project packages that request IRT funds for the next fiscal year to arrive at OASD/RA no later than 31 February each year, beginning with FY01 submissions.

- The service or component chief must endorse these packages annually, stating that there is no significant increase in training costs associated with the conduct of the projects.

- Lead agents for multi-service projects (e.g., Task Force Grizzly, REEF-EX, Operation Alaskan Road) must ensure that participating units submit requests through their chain of command prior to authorizing those units to train.

- All units participating in multi-service projects (see above examples) will follow these guidelines even if they are not requesting additional funding from OASD/RA.

Submission of Packages Requesting Authorization Without Additional Funding

- IRT program managers may submit projects that do not request additional funding beyond that already approved from OASD/RA through their chain of command anytime throughout the year.

- These project submissions must have flag or general officer signature but do not require the service or component chief endorsement cover letter.

- All project submissions must include service or component contributions in O&M and P&A amounts until units submit specific after action reports.